

## **Pilot No. 3 : Determine How to Best Meet the Consolidated Plan Requirements**

**Focus:** Consolidated Plan Document and Performance Reporting

### **Purpose:**

To determine whether self-generated format (meeting statutory and regulatory requirements) reduces administrative burden and enhances participant's ability to report on program performance

### **Participants:**

Miami Beach, FL; Westchester County, NY; Quincy, MA; State of Pennsylvania; King County, WA

### **Pilot Description:**

Under this pilot, one or more grantees would design a format for providing Consolidated Plan information in the most appropriate and user-friendly way—as best determined by the grantee—while still complying with statutory and regulatory requirements; and include measurable goals appropriate to the grantee's activities.

As the working groups emphasized, HUD submission guidelines and annual action plan submission guidelines place burdensome requirements on grantees to submit information in a prescribed table. For example, HUD may require a narrative rather than allowing grantees to determine content and the format for displaying the information, such as charts and graphs.

### **Summary of Grantee Pilots:**

**King County, WA** expects to develop a new Consolidated Plan format that is both less burdensome while meeting citizen participation requirements. Existing local documents and plans may be incorporated and include measurable goals appropriate to proposed activities. Existing tables will be studied and the formats modified to meet local objectives. The required narratives will be examined and modified if necessary to streamline the Plan, they expect to be completed by December 2004.

**State of Pennsylvania** will fulfill the second purpose of this pilot by moving to an “outcomes-based measures” focus rather than “activities” focus. The annual performance report is expected to be more meaningful and understandable for the public, policy makers and program administrators.

**Miami Beach, FL** planned to reference other documents to streamline the data and narrative information to make it easier to understand by citizens, other city staff, and local HUD staff.

**Westchester County, NY** plans to replace their hard copy Consolidated Plan that will be submitted as a CD ROM-oriented internet viewable edition. They expect that providing the information electronically on a CD-ROM and on the county’s website will better convey the county’s needs, the housing market, and the selected strategies over the 5 years. They expect that the public and agencies will be better engaged and provide better feedback and will measure attendance at meetings and visitors to the website.

**Quincy, MA** plans to test/evaluate whether the Consortium’s self-generated format reduces the administrative burden, improves the readability of the Annual Action Plan, and enhances the ability to report on program performance. The city plans to use a streamlined template (Pilot 5) in this year’s Annual Action Plan as a prelude to including it in their next Consolidated Plan.

### ***Pilot No. 3 Status as of December 31, 2003***

**King County, WA** developed a logic model that integrates goals contained in the Housing and Community Development Act, the state Growth Management Act goals, with their overall Department’s goals.

**Quincy, MA** included a streamlined template in its Annual Action Plan to track progress toward meeting their five-year goals, reduce administrative burden of developing the Consolidated Plan document, and enhance their ability to track and report on program performance.

**State of Pennsylvania** draft Consolidated Plan was made available on the Department of Commerce and Economic Development’s Internet website for public comment from November 18, 2003 through December 18, 2003 and has been submitted to HUD for review. The draft plan identifies common and optional outcome measures. It is currently available at the Department’s website: <http://www.inventpa.com/> under communities.

**Miami Beach, FL** prepared and submitted a Consolidated Plan that uses census data for comparison, highlighting changes that have taken place in the community since 1990, (i.e. reduction of severe cost burden). It's in a more readable format that low and moderate-income persons could easily understand, more user friendly.

**Westchester County, NY** demonstrated the format they propose to use for the non-housing community development plan at a recent meeting of the National Association of County, Community and Economic Development Association and the HUD Field Office. The multimedia approach uses a variety of photographs, tables, and charts to show illustrate community development needs that were developed through a series of meetings in various parts of the county. The plan was posted on the Internet for public comment in January, 2004. It is available at: <http://www.westchestergov.com/planning/housing/ConsolidatedPlan04/WEB%20SITE/IntroPageHTML/ConPlan04.htm> .